



Ryan White Title I HIV Health Services Planning Council

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PLANNING COUNCIL MEETING MINUTES

Thursday, July 11, 2002
4:00 p.m. to 6:00 p.m.
HIV Care Directions
1366 East Thomas
Phoenix, AZ

Approved

The following provides a written summary of minutes recorded. To listen to the official recorded minutes contact Planning Council Support. The tape(s) will be provided for review.

MEMBERS, GUESTS and STAFF

Ann Ames	Dan Free	Eric Moore	John Sapero
Elizabeth Ashby	Damon Gunn	John Murray	Larry Stähli
Michelle Barker	Brenda Hope	Stephen O'Dell	Louie Tapia
Donna Bryant	Robert Horton	David Paquette	Keith Thompson
Mary Jo Buerger	Barr Jenkins	Connie Peters	Marla Wing
Lee Cox	Cyrano Jones	Cris Ramos	John Wynant
Marti Cutler	Mark Kezios	James Reed	14 Guests
Debby Elliott	Laura Kroger	Michael Ruble	

Absent:

Feliciano Barrera	Juan Guevara	Nellie Nelson (ex)	Carol Williams
Larry Fisher (ex)	Peter Houle (ap)	Sandra Norman (ex)	
Deborah Frusciano (ex)	Carlos Jorge (ex)	Jonathan Weisbuch (ap)	
Felix Garcia	JC Martinez	Mary Rose Wilcox	

(ex = excused absence, ap = absent, alternate present)

WELCOME and INTRODUCTIONS

Donna Bryant called the meeting to order at 4:20 p.m. Members, guests, and staff introduced themselves.

DETERMINATION OF QUORUM and REVIEW OF SUMMARY MINUTES

Donna determined that quorum was present.

Summary minutes from the meeting held on June 13, 2002 were reviewed. Larry Stähli motioned to accept the minutes, and Eric Moore seconded the motion.

OUTCOME: The motion passed unanimously.

ADMINISTRATIVE UPDATE

David Paquette presented the following:

- The Division of HIV/Hepatitis C services is holding a conference in concert with the Arizona Department of Health Services on Hepatitis C, and the integration of Hepatitis C into the world of HIV prevention and services. The target audience is front line workers who have contact with people with Hepatitis C and HIV, or with people who are at increased risk for both. This free conference will be held on Friday, August 2, 2002, and registration is required.
- Utilization data for last year's services is being prepared for the Allocations Committee. Information includes how much was spent for each service category, and the demographics of individuals who utilized Title I funded services.
- Maricopa County Department of Public Health has job opportunities for HIV counselors and testers. The new position of Coordinator for the Manpower program is also available. Anyone interested in these opportunities should contact Mary McKeever or Ana Maria Branham.

CHAIR UPDATE

Donna Bryant presented the following:

- The Executive Committee has reviewed Cultural Competency recommendations presented by the Language, Culture and Health Institute, as well as recommendations presented by the Allocations Committee. The Executive Committee recommends using allocated Cultural Competency funds for assessing Cultural Competency needs and providing Technical Assistance to Title I service providers.

Mark Kezios motioned that the \$30,000 allocated to Cultural Competency be used for technical assistance as needed based on individual agency assessments, reviewing the results of the assessments and giving feedback and direction, evaluating what is currently in place, and providing ideas for improvement which would be an action plan. Larry Stähli seconded the motion.

OUTCOME: The motion passed with one abstention.

If necessary, a workgroup will be formed to fine-tune the parameters for this service.

- There is a vacancy on the Executive Committee following the resignation of Marlon Guzman from the Planning Council. A slate of nominees for the office was requested, with the election held at the August Planning Council meeting.

It was clarified that the Executive Committee General Public member must be a current Planning Council member, who has been diagnosed as HIV positive, and is elected from the Planning Council membership at large.

Marla Wing and Eric Moore nominated themselves for the position. Other Planning Council members who wish to be on the ballot should contact Planning Council Support.

PRESENTATION – MOTHER TO MOTHERS

Ann Ames, Executive Director of Mother to Mothers, gave a presentation about the agency. The presentation provided an overview of the agency and highlighted some of the agency's future plans.

COMMITTEE REPORTS

Allocations

Mark Kezios reported that the Committee would meet next Tuesday at HIV Care Directions. The committee has requested that someone from the Maricopa County Department of Epidemiology present the latest epi data, and the Administrative Agent is scheduled to provide various reports for the Committee to review. The Committee will also review the Secondary Service Category Definitions, so they can be presented at the next Planning Council meeting.

The Committee has requested that a letter be sent to contracted service providers asking if they plan to expend their contracted funds for the 2002/2003-grant year. If funds will not be expended, they can be reallocated to other services.

Community Planning & Assessment

Larry Stähli reported that the contractor who is completing the Needs Assessment has reported that all the service agencies he has contacted have been extremely helpful. A rough draft of the assessment has been completed, and we hope to have the final draft a week from this Monday.

Consumer Advocacy

Lee Cox reported that the next Consumer Forum would be on Wednesday, July 24, 2002, at Trinity Cathedral from 11:30 a.m. to 1:30 p.m. The topic of this meeting is "Self Empowerment", with a presentation given by Garry Robinson of T.R.I.B.E.

The Committee is looking to begin Public Service Announcements, which would encourage participation in the Consumer Forum. The Committee is also looking for a location for evening Consumer Forums, and alternate catering possibilities.

The topic of the September Consumer Forum will be Alternative/Complementary Therapies, with a presentation given by Dr. Yanez from APAZ.

Membership

Connie Peters reported that the Committee met this month, but did not have quorum. In a review of Planning Council attendance, it was noted that two members had three or more unexcused absences within the past 12 months, and had resigned by absence. Council members with two Council absences will be sent a letter notifying them of their attendance status. Council members were reminded to contact Planning Council Support to request an excused absence, when needed.

The Committee has completed its Policies and Procedures, which will be mailed to Planning Council members for review in August.

The next meeting will be Wednesday, August 7, 2002 at 926 E. McDowell Road.

It was suggested that following an individual's third unexcused absence, a letter should be sent to the individual notifying them that they have three unexcused absences and offer the individual an opportunity to address the Membership or Executive Committee.

It was noted that the Bylaws state that three unexcused absences result in voluntary resignation from the Planning Council. It was also noted that the policy for calling for an excused absence is very liberal.

After extensive dialogue, Eric Moore motioned that this discussion be tabled until the next Planning Council meeting. James Reed seconded the motion.

OUTCOME: The motion passed with 16 in favor, 4 opposed, and 3 abstentions

Rules

Larry Stähli reported that the Board of Supervisors has approved the revised Bylaws. A copy will be included with the monthly Planning Council meeting reminder.

CALL TO PUBLIC

- It was requested that Mark Kezios provide an update from the workgroup for the Assessment of the Administrative Mechanism.

Mark explained that the assessment evaluates whether money allocated by the Planning Council is put into contract in a timely manner, whether the money is used for the requested services, and whether the contractors are paid in a timely manner. A month was selected at random, and contractor expenditures for that month were reviewed. The workgroup looked at the following information:

- When the contractor invoice was received
- When the invoice was OK'd for payment (and whether it needed correction)
- When the request for payment was sent to the Finance Department
- When the Finance Department released payment

The workgroup reviewed the entire file for each contract, and found that contractors were paid in a timely fashion – with the exception of Title I Pharmaceuticals who couldn't receive funds due to an accounting issue.

ADJOURN

Larry Stähli motioned to adjourn the meeting, and Mark Kezios seconded the motion.